

Career SoftSkill Essentials™



Time Management



Time Management

Section 1: Before You Begin

1. What skill or skills from the checklist do you have?

_____ **I prioritize multiple tasks.**

_____ **I understand sequence.**

_____ **I schedule adequate time to complete tasks.**

_____ **I complete tasks within the allotted time.**

_____ **I adjust my schedule to meet changing priorities.**

_____ **I seek an alternative if it appears that work will not be completed on time.**



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Section 1: Continued

2. Which of these skills would you like to improve or develop?

_____ Prioritizes multiple tasks.

_____ Understands sequence.

_____ Schedules adequate time to complete tasks.

_____ Completes tasks within the allotted time.

_____ Adjusts schedule to meet changing priorities.

_____ Seeks an alternative if it appears that work will not be completed on time.



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Section 2: Information About the Checklist





- Employers place value on time management skills.
- Time management helps employees:
 - Meet job-related due dates.
 - Reduce the cost of getting the job done.
 - Become more productive.



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Prioritizes Multiple Tasks

This means that in the workplace:

-  **You may be asked to do more than one task at a time.**
-  **Employers expect tasks to be completed in order of importance.**
-  **When you have more than one task to do at the same time, you will have to decide which to do first unless you are directed by your supervisor.**
-  **When you prioritize multiple tasks, you have an essential career soft skill.**



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Understands Sequence

This means that in the workplace:

- **Some assigned tasks have more than one step.**
- **The order in which steps are completed is important to:**
 - **Produce high quality work.**
 - **Save time.**
 - **Reduce the number of mistakes.**
- **When you understand sequence, you have an essential career soft skill.**



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Schedules Adequate Time to Complete Tasks

This means that in the workplace:






- **It is important to know due dates of tasks.**
- **Understanding tasks helps you decide how long it will take to complete them.**
- **Developing a plan helps you complete all tasks on time. A plan includes:**
 - **Due date(s).**
 - **Amount of time needed to complete work.**
 - **Order or sequence.**



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Schedules Adequate Time to Complete Tasks continued

This means that in the workplace:

-  **You may have to change your plan if:**
 -  **One or more due dates change.**
 -  **It takes more or less time than expected to complete a task.**
 -  **Your supervisor changes priorities.**
-  **When you schedule adequate time to complete tasks, you have an essential career soft skill.**



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Completes Task Within the Allotted Time

This means that in the workplace:





- **Due dates are important.**
- **Planning your time and the steps needed to complete your work helps finish the task on time.**
- **Working your plan prevents problems with your supervisor/coworkers. It also improves the quality of your work.**
- **When you complete the task within the allotted time, you have an essential career soft skill.**



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Adjusts Schedules to Meet Changing Priorities

This means that in the workplace:

-  **Supervisors and customers can cause changes in priorities.**
-  **Unexpected events may occur and affect your daily schedule. Allow time for these delays so that tasks will be completed by their due date(s).**
-  **Be flexible and accept change in work priorities without complaint.**
-  **When you adjust your schedule to meet changing priorities, you have an essential career soft skill.**



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**Seeks an Alternative Plan When Work
Will Not be Completed on Time**

This means that in the workplace:

- **Completing a task on time is important to your supervisor.**
- **Problems that may delay completing a task on time should be brought to the attention of your supervisor or team leader.**



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Seeks an Alternative Plan When Work Will Not be Completed on Time continued

- **Working extra hours, even if you do not get paid, can provide the time you need to complete the task on time.**
- **When you seek an alternative plan when work will not be completed on time, you have an essential career soft skill.**



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Section 3: Scenario/Case Study

Lisa works as a route delivery person for a snack food company and has many tasks to complete. She is on the road all day filling orders, making sales calls, and tracking inventory for customers.

Her supervisor does not like to hear complaints from customers. Recently, two customers called because their orders were incorrect. Lisa's supervisor reminded her to be careful.



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Section 3: Scenario/Case Study continued

Lisa changed her routine. When she makes deliveries, she checks her orders several times. The new plan has stopped Lisa's mistakes but is taking longer. Now, she is arriving late to her customers and working longer hours.

Very tired, Lisa often goes home without finishing her paperwork. She is discouraged and concerned that she will be dismissed.



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Section 4: Applying What You Know

1. What skills does Lisa need to develop?

- ☐ Prioritizes multiple tasks.
- ☐ Understands sequence.
- ☐ Schedules adequate time to complete tasks.
- ☐ Completes tasks within the allotted time.
- ☐ Adjusts schedule to meet changing priorities.
- ☐ Seeks an alternative if it appears that work will not be completed on time.



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Section 4: Applying What You Know

2. What is causing Lisa to be late with deliveries and her paperwork?
3. What should Lisa do to save her job? List specific time management skills that Lisa can develop.



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Section 5: Skill Review

List at least three things you learned or skills you have improved from this module.

Congratulations, you have successfully completed the Time Management soft skill module.



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Section 5: Skill Review continued

Here are ways to show good time management:

- **Prioritize multiple tasks.**
- **Understand sequence.**
- **Schedule adequate time to complete tasks.**
- **Complete tasks within the allotted time.**
- **Adjust schedule to meet changing priorities.**
- **Seek an alternative if it appears that work will not be completed on time.**